



TOWN OF STRATHAM

INCORPORATED 1716

10 BUNKER HILL AVENUE • STRATHAM NH 03885

VOICE (603) 772-7391 • FAX (603) 775-0517

The Town of Stratham has the following position open and is accepting applications:

PART-TIME OFFICE ASSISTANT: Performs a variety of clerical/administrative tasks in support of the Town Clerk/Tax Collector. A successful candidate will possess a High School diploma/G.E.D. and have 2 years of documented experience in general office practices. The ability to work cooperatively in a small office environment, which deals with the public, is essential. Experience with Windows based computers and their applications is required. Must be or be able to become a state certified Municipal Agent. Starting wage range is \$15.00 to \$17.00 per hour depending on qualifications with a schedule of up to 24 hours per week.

To apply for the above position, submit a letter with resume and/or an application to the Executive Assistant to the Town Administrator, Town of Stratham, 10 Bunker Hill Avenue, Stratham, NH 03885 or to employment@strathamnh.gov by 4 pm, Wednesday, March 16, 2016. Application forms are available at the Stratham Town Administrator's Office and online at www.strathamnh.gov. The Town of Stratham is an Equal Opportunity Employer but with preference given to Town residents. Competitive benefits package offered.